

APPLICATION

COMPREHENSIVE PLAN CHARACTER AREA MAP AMENDMENT

Application Checklist:

Page No.	Item	Completed/ Included in Submittal
2	Project Information Sheet	<input type="checkbox"/>
3-6	Detailed Process and Instructions	N/A
7	Application Form	<input type="checkbox"/>
8-10	Authorization and Disclosure Forms	<input type="checkbox"/>
11	Letter of Intent	<input type="checkbox"/>
11	Character Area Analysis	<input type="checkbox"/>
11	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
11-12	8½" x 11" copy of Survey	<input type="checkbox"/>
11	8½" x 11" copy of Legal Description (must be in Word format)	<input type="checkbox"/>
11-12	11" x 17" copy of Survey	<input type="checkbox"/>
11-12	Two (2) full-scale copies of Survey	<input type="checkbox"/>
11	8½" x 11" copy of Legal Description (must be in Word format)	<input type="checkbox"/>
13	Meeting Schedule	N/A
14	Fee Schedule	N/A
15	Sign Specifications	N/A
16	Sign-In Sheet Template	N/A
4	Summary of and Sign-In Sheet Completed at CMI	<input type="checkbox"/>
14	Fee Payment	<input type="checkbox"/>
	All documents in electronic form (jump drive)	<input type="checkbox"/>

The Director reserves the right to request additional information deemed necessary to analyze the request. Incomplete applications will not be accepted.

Planner's initials: _____



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Case No.: _____
Planner's initials: _____

PROJECT INFORMATION SHEET

PROPERTY	Address(es):	
	Parcel Tax ID(s):	
	Total acreage:	Council District:
	Current zoning:	Current use:
	Character Area:	

APPLICATION	Purpose of the application:	
	Detailed request:	
	Petitioner:	
	Petitioner's address:	
Phone:		Email:

OWNER	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
	<i>If the property is under contract, provide a copy of the contract</i>	

- TO BE FILLED OUT BY P&Z STAFF -

Pre-Application Meeting date:	Anticipated application date:
CMI date, time, and location:	
ADDITIONAL INFORMATION NEEDED:	
SUBMITTAL ITEMS WAIVED BY DIRECTOR:	

DETAILED PROCESS & INSTRUCTIONS

Legend: ☐ and o: action required by applicant

•: for information only

Before the Pre-Application Meeting:

- ☐ Read this application packet in its entirety.
- ☐ Consult the Sandy Springs Development Code (available online at https://library.municode.com/ga/sandy_springs/codes/development_code).
- Character Area Map Amendment requests will be placed on the April and October MCC Agendas only.
- A Character Area Map Amendment is required prior to a Zoning Map Amendment (Rezoning) application where the proposed zoning is not allowed in the applicable Character Area. See Sec. 1.2.1. of the Development Code.
- If a change to the Character Area Map is required in order to maintain consistency with the Comprehensive Plan, the Character Area Map Amendment must be approved prior to initiation of the Rezoning, and the application for Rezoning must be filed within one (1) year of the Character Area Map Amendment decision.
- ☐ Fill out the Project Information Sheet of this application packet.
- ☐ Obtain written permission from the property owner to pursue the project. If the property is under contract, provide a copy of the contract at the Pre-Application Meeting.
- ☐ Contact a Planner at pz@sandyspringsga.gov or (770) 730-5600 to schedule the Meeting.

Pre-Application Meeting:

- ☐ The Pre-Application Meeting must take place at least one (1) month but no more than three (3) months before the application filing date.

After the Pre-Application Meeting:

- ☐ Organize the First Community Meeting (CMI):
 - o Select a location as close to the site as possible, capable of holding a large audience, and ADA accessible or with reasonable accommodation. It is the applicant's responsibility to secure a location for the CMI. The location must have the capacity to hold at least twenty (20) people and comply with ADA requirements (or can provide reasonable accommodations to disabled persons).
 - o Confirm the proposed location, date, and time with the Lead Planner prior to advertising.
- ☐ Advertise the CMI at least **fifteen (15) calendar days** prior to the Meeting:
 - o Order and post signage on the subject property containing the date, time, place, and purpose of the Meeting (see p. 15). Send date-stamped pictures of the signage once in place to the Lead Planner.
 - o Mail written notice to all property owners within 500' of the boundaries containing the date, time, place, and purpose of the Meeting, the location of the property, and the nature of the application; use Staff's mailing template; notices must be postmarked at least fifteen (15) calendar days prior to the CMI. *Obtain a Certificate of Mailing from the Post Office and keep for your records; applicant must produce a Certificate of Mailing upon request from Staff.*
- Staff will post the Project Information Sheet on the City website for public information.

First Community Meeting (CMI):

- This Meeting and the report are the applicant's responsibility. Staff will attend, briefly introduce the meeting, and read the ground rules, but will not intervene otherwise.

<ul style="list-style-type: none"> <input type="checkbox"/> Allocate at least thirty (30) minutes to address questions and comments from the audience. <input type="checkbox"/> Take notes and summarize the discussion, including the points of contention, and use a sign-in sheet (see p. 16). The applicant is responsible for collecting the names and addresses of all attendees. • The applicant must provide a summary of the Community Meeting, including attendees, when filing the application. • Where an application is significantly revised following the CMI, the Director may require an additional Community Meeting on the revised application prior to placing the application on the PC Public Hearing Agenda.
<p><u>Filing:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the Lead Planner prior to coming to the office. <input type="checkbox"/> Complete the rest of the application packet and submit a complete application to the Department. The applicant must provide a summary of the CMI, including attendees, when filing the application. <input type="checkbox"/> Bring payment (check or card, verify the amount with the Lead Planner beforehand, +5% card charge; see p. 13). • Character Area Map Amendment requests will be considered twice annually, with application in January and July for action in April and October, respectively. Applications are due by 4:00 PM on the first Tuesday of the month. No more than five (5) applications, all types included, will be accepted each month. • Staff will initiate review, ask for more information if needed (at which point the application may be placed on administrative hold), and send an Initiation Letter.
<p><u>After receiving the Initiation Letter:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Organize and advertise the Second Community Meeting (CMII): <ul style="list-style-type: none"> ○ Contact the Lead Planner to select a date (the CMII will be held at City Hall). Confirm the proposed date and time with the Lead Planner prior to advertising. ○ Order and post signage on the subject property containing the date, time, place, and purpose of the Meeting (see p. 15). Send date-stamped pictures of the signage once in place to the Lead Planner. ○ Mail written notice to all property owners within 500' of the boundaries containing the date, time, place, and purpose of the Meeting, the location of the property, and the nature of the application; use Staff's mailing template; notices must be postmarked at least fifteen (15) calendar days prior to the CMII. <i>Obtain a Certificate of Mailing from the Post Office and keep for your records; applicant must produce a Certificate of Mailing upon request from Staff.</i> <input type="checkbox"/> Staff will post the application on the City website for public information.
<p><u>Second Community Meeting (CMII):</u></p> <ul style="list-style-type: none"> • The CMII will take place at City Hall. There may be other cases discussed at the same time, but they will be set up in a separate room. • This Meeting and the report are the applicant's responsibility. Staff will attend, briefly introduce the meeting, and read the ground rules, but will not intervene otherwise. <input type="checkbox"/> Arrive fifteen (15) minutes before the Meeting for set-up; bring your own equipment, including easels. <input type="checkbox"/> Be prepared to address the issues raised at the CMI. <input type="checkbox"/> Allocate at least thirty (30) minutes to address questions and comments from the audience. <input type="checkbox"/> Take notes and summarize the discussion, including the points of contention, and use a sign-in sheet (see p. 16). The applicant is responsible for collecting the names and addresses of all attendees.

Before the Planning Commission (PC) Meeting:

- ☐ The Pre-Application Meeting and the PC Public Hearing must not be more than six (6) months apart, unless the applicant submits a written request to the Director, stating the reasons for the delay. The Director has the discretion to allow a one-time extension of no more than three (3) months.
- ☐ Any revision to the application is due at least **thirty (30) days** prior to a scheduled Public Meeting or Public Hearing, to allow time for proper revision by Staff and legal advertisement.
- ☐ The Staff Report, including the recommendation, will be posted on the City website at least one (1) week prior to the PC Meeting.
- ☐ Staff will publish a legal ad in the newspaper.
- ☐ Order and post signage on the subject property (see p. 15) at least **fifteen (15) calendar days** prior to the PC Meeting before **8:30 AM**. Send date-stamped pictures of the signage once in place to the Lead Planner.
- ☐ Mail written notice to property owners within 500' at least **fifteen (15) calendar days but not more than 45 calendar days** prior to the PC Meeting.

Planning Commission (PC) Meeting:

- Staff will briefly introduce your request and present its recommendation.
- ☐ You will have ten (10) minutes to present your case to PC, including any supporters speaking in favor of your request. You may save any remaining time for rebuttal to the opposition.
- The opposition will also have ten (10) minutes to speak.
- PC will discuss and formulate its recommendation for MCC. PC may recommend approval, approval with conditions, or denial of the request. PC may also defer the case to another regularly scheduled Meeting.

Before the Mayor and City Council (MCC) Meeting:

- No major revision will be accepted after the PC Meeting.
- Where an application is significantly revised following the PC Public Hearing, the Director may require an additional Community Meeting and/or an additional PC Public Hearing on the revised application prior to placing the application on the MCC Public Hearing agenda.
- ☐ Mail written notice to property owners within 500' at least **fifteen (15) calendar days but not more than 45 calendar days** prior to the MCC Meeting.

Mayor and City Council (MCC) Meeting:

- The Public Hearing procedure will be similar to that of the PC Meeting.
- MCC may approve, approve with conditions, defer, or deny the request.

Typical sequence of events

See p.13 for Meeting schedule

Week (approx.)	Activity & Timeframe
1	Pre-Application Meeting: Between one (1) and three (3) months prior to the filing deadline
1-2	CMI advertising: At least fifteen (15) calendar days prior to the CMI
3-4	CMI: At least two (2) weeks prior to filing the application
5	Filing: Before 4:00 PM, 1st Tuesday of January or July
6	Initial review and Initiation Letter: Approximately one (1) week after the filing deadline
4-7	CMII advertising: At least fifteen (15) calendar days prior to the CMII
5-14	Staff Report production
6-9	CMII: Approximately one (1) month after the filing deadline
11-13	Revised application, if necessary: At least thirty (30) days prior to PC
13/15	PC advertising: At least fifteen (15) calendar days prior to the date of the Public Hearing for sign posting, and at least fifteen (15) calendar days but not more than 45 calendar days prior to the date of the Public Hearing for mailed notices
14-16	Staff Report posted on website at least one (1) week prior to the PC Meeting
15-17	PC Meeting: Wednesday after the second MCC Meeting of the month
Days After PC	Staff Report update
18-20	MCC advertising: At least fifteen (15) calendar days prior to the date of the Public Hearing for sign posting, and at least fifteen (15) calendar days but not more than 45 calendar days prior to the date of the Public Hearing for mailed notices
20-22	MCC Meeting: 3 rd Tuesday of the month
Days After MCC	Decision Letter: A few days after MCC

Failure to complete any of these events within the above timeframe may result in an administrative hold, and the case will be rescheduled to a future filing cycle.



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Case No.: _____
Planner's initials: _____

APPLICATION FORM

APPLICATION	Purpose of the application:
	Detailed request:

COMMUNITY MEETING 1 REPORT	Date and location of CMI:	
	Beginning time:	End time:
	Summary of concerns discussed:	
	Does the application address the concerns discussed at the CMI? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Explain:	

- TO BE FILLED OUT BY P&Z STAFF -

Application date:	Tentative Planning Commission date:
CMII date and time:	Tentative Mayor and City Council date:
OFFICIAL REQUEST (FOR PUBLICATION):	



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AUTHORIZATION FORM – PART I

A- The property owner must fill out the following section and have it notarized. If a property has multiple owners, each owner must separately fill out a copy of the authorization form.

Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.	
Owner's name:	<div>Sworn and subscribed before me this ____th day of _____ 20____</div> <div>Notary public:</div> <div>Seal:</div> <div>Commission expires:</div>
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Owner's signature:	

B- If the applicant is *not* the owner of the subject property:

Fill out the following section, check the appropriate statement and have it notarized.

Applicant states under oath that: <input type="checkbox"/> He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner (<i>attach a copy of the contract</i>); or <input type="checkbox"/> He/she has an option to purchase the subject property (<i>attach a copy of the contract</i>); or <input type="checkbox"/> He/she has an estate of years which permits the applicant to apply (<i>attach a copy of the lease</i>)	
Applicant's name:	<div>Sworn and subscribed before me this ____th day of _____ 20____</div> <div>Notary public:</div> <div>Seal:</div> <div>Commission expires:</div>
Company name:	
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Applicant's signature:	



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AUTHORIZATION FORM – PART II

C- If an agent or attorney will represent the owner and/or the applicant:

Fill out the following section and have it notarized.

Agent's name:
Company:
Address:
City, State, Zip Code:
Email address:
Phone number:
Agent's signature:
Applicant's signature:

Sworn and subscribed before me this
_____ th day of _____ 20 _____
Notary public:
Seal:
Commission expires:



DISCLOSURE OF CONTRIBUTION FORM

Within the two (2) years immediately preceding the filing of this application have you made any campaign contributions aggregating \$250.00 or more or made gifts having an aggregate value of \$250.00 to the Mayor or any member of the City Council? ☐ Yes ☐ No

List all individuals or business entities which have an ownership interest in the property which is the subject of this application:

Campaign Contributions:			
Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more

The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name:	
Signature:	Date:

Note: Each party involved in the application must sign an individual copy of this form.

ADDITIONAL REQUIREMENTS

Letter of Intent	
<p>Address the following in detail, on a separate sheet:</p> <ol style="list-style-type: none"> 1. Requested Character Area Map Amendment 2. Factual information about the property 	

Character Area Analysis (Sec. 11.3.6.B.)	
<p>Provide a written analysis of the impact of the proposed Character Area Map change with respect to each of the approval criteria in Sec. 11.3.6. Address the following in detail, on a separate sheet:</p> <ol style="list-style-type: none"> 1. The Character Area Map Amendment corrects an error or meets the challenge of some changing condition, trend or fact. 2. The Character Area Map Amendment substantially conforms with the remainder of the Comprehensive Plan. 3. The Character Area Map Amendment will reinforce the existing or planned character of the area. 4. The Character Area Map Amendment will not significantly impact the natural environment, including air, water, noise, stormwater management, wildlife and vegetation. 5. The Character Area Map Amendment will not have a significant adverse impact on property in the vicinity of the subject property. 	

Chattahoochee River Corridor Certificate	
<p>Required for properties located within the Chattahoochee River Corridor (within 2,000' of the river)</p> <p>Contact Madalyn Smith, Planner I: 770-206-2077 or madalyn.smith@sandyspringsga.gov</p>	

Survey	
<p>Provide one (1) copy printed on 11" x 17" paper and two (2) copies printed to scale no larger than 30" x 42"; also include in the electronic package.</p> <p>The survey must include, at a minimum, the following:</p>	
Basic Information	<ul style="list-style-type: none"> <input type="checkbox"/> Legal description (metes and bounds; should also be submitted as a separate document) <input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale <input type="checkbox"/> Boundary survey of the subject property, which includes dimensions along property lines that match the metes and bounds of the subject property's written legal description, and clearly indicate the point of beginning <input type="checkbox"/> Acreage of the subject property <input type="checkbox"/> Location of the subject property's land lot lines and identification of land lots <input type="checkbox"/> Current zoning of the subject site and adjoining properties <input type="checkbox"/> Layout and minimum lot size of proposed single family residential lots <input type="checkbox"/> Topography (surveyed or City) on the subject site and adjacent property within 200' as required to assess runoff effects <input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines <input type="checkbox"/> Required and proposed setbacks, landscape strips, and/or buffers

Roads	<input type="checkbox"/> Existing and proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property <input type="checkbox"/> Posted speed of existing streets <input type="checkbox"/> Proposed streets on the subject site <input type="checkbox"/> Entrance sight distance profile assuming the driver's eye at a height of 3.5' (see City's Technical Manual)
Improvements	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property <input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within 400' of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director <input type="checkbox"/> Location of proposed buildings with total square footage; required landscape strips, undisturbed buffers, and any other natural areas as required or proposed <input type="checkbox"/> Required and proposed parking spaces; loading and unloading facilities <input type="checkbox"/> Development Statistics Summary Chart, with % of total site coverage: <ul style="list-style-type: none"> ○ Total area of site (acres and sq. ft.) ○ Building footprints (sq. ft. and %) ○ Parking spaces provided (number and %) ○ Total impervious surface (sq. ft. and %) ○ Landscaping (sq. ft. and %) ○ Undisturbed area, excluding landscaping (sq. ft. and %) ○ Floodplain (acres or sq. ft. and %)
Environmental	<input type="checkbox"/> 100-year floodplain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps <input type="checkbox"/> Lakes, streams, and waters on the subject site and associated buffers <input type="checkbox"/> Proposed stormwater management facilities <input type="checkbox"/> Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access <input type="checkbox"/> Availability of water system and sanitary sewer system <input type="checkbox"/> Tree lines, woodlands, and open fields on the subject site <input type="checkbox"/> Wetlands shown on the GIS maps or survey <input type="checkbox"/> Conceptual landscape plan demonstrating compliance with the Tree Conservation Ordinance, landscape strips and zoning buffers (see Div. 8.2, Div. 9.3)

Note: No site plan is required for a Comprehensive Plan Character Area Map Amendment. Proposed future development or specific use of the property should not be discussed in detail during this process.

The Director reserves the right to request additional information deemed necessary to analyze the request.

2020 CHARACTER AREA MAP AMENDMENT SCHEDULE

Pre-Application Meeting Deadline	Initial Community Meeting (CM1) Deadline	Application Filing Deadline (1 ST Tuesday)	Second Community Meeting (CM2) Deadline	Planning Commission Meeting Sign Posting Deadline	Planning Commission Meeting (Wednesday after 2 nd MCC Meeting)	Mayor and City Council Meeting (3 RD Tuesday)
12/10/2019	12/30/2019	01/07/2020	02/03/2020	03/03/2020	03/18/2020	*04/21/2020
06/09/2020	06/29/2020	07/07/2020	08/03/2020	09/01/2020	09/16/2020	*10/20/2020

***Character Area Map Amendment requests will be placed on the April and October MCC Agendas only; bold cells used to indicate two (2) available sequences**

****There will be no December meeting in observance of Hanukkah**

The deadlines for the Pre-Application and Community Meetings are flexible at the discretion of the Director

“Blackout Dates” for Community Meetings:

- Mayor & City Council Meetings (typically 1st and 3rd Tuesday of the month)
- Board of Appeals Meetings (typically 2nd Tuesday of the month)
- Federal, State, and City Observed Holidays
- Holiday Season:
 - First Week of January (Jan. 1-3, 2020)
 - Week of Thanksgiving (Nov. 23-27, 2020)
 - Last two (2) weeks of December (Dec. 21-25 & 28-31, 2020)
 - Major Jewish Holidays:
 - Purim (March 9-10, 2020)
 - Passover (April 8-16, 2020)
 - Rosh Hashanah (September 18-20, 2020)
 - Yom Kippur (September 27-28, 2020)
 - Sukkot (October 2-9, 2020)
 - Simchat Torah (October 10-11, 2020)
 - ****Hanukkah (December 10-18, 2020)**
- Presidential Election (November 3, 2020)

FEE SCHEDULE

Type	Adopted Fee	
Comprehensive Plan Character Area Map Amendment	To:	
	RE-, RD-	\$750 + \$100/acre*
	RU-, RT-, RM-, RX- ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM-	\$1,000 + \$100/acre*
	PK, CON	\$500**
Revisions to a filed application	Comprehensive Plan Character Area Map Amendment	\$350
Public Notice	Public Notice (newspaper)	Actual cost
	Readvertisement (newspaper)	Actual cost
PC & MCC meeting signs (min. 1 sign/street frontage)	Applicant handles	
<i>*Additional cost per acre for each additional acre (or portion thereof) over the first acre</i>		
<i>**If donating or deeding land to the City, fees may be waived</i>		
Notes:		
<ul style="list-style-type: none"><i>Debit and credit card transactions are subject to a 5% surcharge</i><i>All fees are based on each request</i>		

SIGN SPECIFICATIONS

For Community Meetings:

- At least one (1) sign on each public or private street frontage at a point visible from the nearest public or private street, installed parallel to the roadway; in the case of multiple lots, sufficient signs must be posted to provide reasonable notice to interested persons
- Signs must be removed within 48 hours of the Meeting
- Minimum 3' x 3' in size, printed on durable material
- Letters to be minimum 2" in height
- Provide the following information:

<i>Case number</i> <i>Address of the subject property</i> <i>Nature of the request</i>
COMMUNITY MEETING <i>Date and time of the CM</i> <i>Location of the CM</i>
Applicant <i>Name</i> <i>Phone</i>

Example:

Case CA00-0000 000 Particular Road Character Area Map Amendment from Commercial/Mixed Use to Mixed Use
COMMUNITY MEETING I MONTH DD, YYYY, at HH:MM PM ABC Center 0000 Street Name Drive
Applicant Excellent Developers, Inc. (123) 456-7890

For Planning Commission and Mayor and City Council:

- At least one (1) sign on each public or private street frontage at a point visible from the nearest public or private street, installed parallel to the roadway; in the case of multiple lots, sufficient signs must be posted to provide reasonable notice to interested persons
- Printed on durable material; 8' wide x 4' tall in dimension
- Sign must be removed within 48 hours of final action on the petition
- Provide the following information:

	<h1 style="margin: 0;">CHARACTER AREA MAP</h1> <h2 style="margin: 0;">REQUEST FOR A CHARACTER AREA MAP AMENDMENT FROM COMMERCIAL/MIXED USE TO MIXED USE</h2>
PLANNING COMMISSION 3/26/19; 6:00 PM MAYOR & COUNCIL 4/16/19; 6:00 PM <small>CITY HALL 1 GALAMBOS WAY</small>	7840 ROSWELL ROAD CA19-0001 FIND THIS CASE ONLINE: spr.gs/ca19-0001 <small>CITY OF SANDY SPRINGS PLANNING AND ZONING DIVISION, 770-730-5600</small>

SIGN-IN SHEET TEMPLATE

<i>Case number – Community Meeting I Date, time, and location</i>		
Name and Organization	Address	Email Address

Example:

Case CAM00-0000 – Community Meeting I MONTH DD, YYYY, at HH:MM PM ABC Center		
Name and Organization	Address	Email Address
John Smith, Greatest Subdivision HOA	1234 Best Street	johnsmith@something.com